

4.15 STAFF AND ACADEMIC REDUCTION IN TIME (START)

Overview

The procedures described in this section are for processing a voluntary staff or academic reduction in time through the START program. The START program will run from July 1, 2003 through June 30, 2005, therefore this manual section will only be valid during those dates. For Program Description Information, Questions and Answers, and Program Procedures and Forms, please refer to the [SHR Announcements website](#).

Note: The procedures described in this section apply to distributions with rated DOS codes only. Staff Employees with 'BYA' DOS codes will not be eligible to participate in START. Distributions with 'BSD' DOS codes (Shift Differential) will require manual adjustment to the EDB by the Service Center to correspond with the reduction in time (using the end/begin method).

Policy Summary

The START program allows eligible employees to reduce their time and work schedule from a minimum of 10% to a maximum of 50% of full-time for a period of 1 to 12 months per START agreement as long as participant's work schedule is not reduced below 50% time in any given month. There is a maximum of two (2), twelve-month agreements between July 1, 2003 and June 30, 2005, and there can be only one START agreement in any 12-month period between July 1, 2003 and June 30, 2005. No START agreement can extend beyond June 30, 2005. In return for a voluntary reduction in time, program participants will accrue on a month-by-month basis, vacation, sick leave, and UCRP service credit at the pre-START appointment rate; in addition, UCRP pension, death, and/or disability income will be based on the unreduced salary for HAPC and final salary.

Eligibility

All non-probationary career employees and academic appointees in non-faculty titles (e.g. researchers, academic coordinators, librarians, etc.) are eligible to participate in START. Those in academic faculty titles and student academic titles are not eligible to participate in START. Participants cannot reduce their percentage below 50% of full time, and participation is dependent upon the approval of the department heads and respective Principal Officers.

- For issues related to the timing of this action, refer to [Section 2.3, Timing](#).

Before You Start

Prior to performing the OEU for a START agreement you must have read the [program procedures and forms](#) and obtained the appropriate approvals and forms required.

Data Entry

Enter data for processing a START via the **STRT** bundle:

ELVE (Leave of Absence Data)

EAPP (Appointments/Distributions)

Accessing the STRT Bundle

1. Log on to the Payroll/Personnel System.
 2. At the **Next Func** field, type **EEDB** and press **Enter**.
 3. Type **BUND** and press **Enter**.
 4. Type **STRT**, **employee ID number** and press **Enter**.
- The **ELVE** function is displayed for the selected employee.

Completing ELVE Function

THE ELVE (LEAVE OF ABSENCE DATA) FUNCTION

The screenshot shows a terminal window titled "ucscsvbacop.edu - TNS250 Connection". The main display area shows the following fields and values:

- Session: E1482
- SCT EDB Entry/Update
- 05/01/03 10:10:47
- Leave of Absence Data
- ID: 764002282 Name: SLUG, SAMMY S
- SSN: 555-12-3456 Pri Pay: N0
- START 05/01/03 10:12:43
- Userid: SCPPS1AG
- Leave of Absence Action Code: [blank]
- Leave of Absence Begin Date: [blank] Return: [blank] Type: [blank]
- Last Sabbatical Credit Balance: [blank]
- Sabbatical Credit Date: [blank]
- Sabbatical Credit Accrued: [blank]
- Sabbatical Credit Accrued Thru Date: [blank]
- Sabbatical Credit Used: [blank]
- Total Sabbatical Credit Balance: [blank]
- START Reduction Percentage: 20
- START Begin Date: 090103
- START End Date: 053104
- Next Func: [blank] ID: [blank] Name: [blank] SSN: [blank]
- 00001 Input accepted
- Function keys: F: 1-Help 2-Cancel 4-Print 5-Update 9-Jump 11-NextFunc
- Status bar: Line 6 Column 39

Important ELVE Note for START Actions

- START End Date is the date the employee will end their voluntary reduction in time and work schedule as a START participant.

The ELVE Procedure

1. Enter data in the following fields, as applicable:

Leave of Absence Action Code	Leave blank. No entry is required for a START action.
START Reduction Percentage	Allowable values are whole numbers from 10 to 50 (e.g. 15, 20, 28)
START Begin Date	Enter the date the START will begin, in the format: MMDDYY. (This date can NOT be earlier than the program implementation date of July 1, 2003)
START End Date	Enter the date the START will end, in the format: MMDDYY. (End date can NOT extend past June 30, 2005.)

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to continue to the next function.

The **EAPP** (Appointment/Distribution) function is displayed for the selected employee.

Completing the EAPP Function

THE EAPP (APPOINTMENT/DISTRIBUTIONS) FUNCTION:

SCREEN SHOT 1: DISTRIBUTION(S) WITH REG/RTP DOS CODE

UCOP EAPP - TNS270/TNS250 Connection

Session Edit View Commands Script Help

PPEAPP0-E1419 SCT E00 Entry/Update START 05/01/03 10:13:43
 05/01/03 10:10:47 Appointments/Distributions Userid: SCPP5JAG
 ID: 764002282 Name: SLUG, SAMMY S SSN: 555-12-3456 Pri Pay: N0
 PAF Gen No: 1 Pg 01 of 02

Appt	Actions	Pgm	Typ	Bas	Pd	Ovr	Appt Begin	Appt End	Dur	Dept	FLSA
10		1	2				042803	999999	I	002801	0
Title 4723 ASSISTANT II Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv											
1.00 F 28488.00 A N0 I A											

Dist	Actions	L	Acct	CC	Fund	PC	S	FTE	Dis %
11		7	723030		19900		1	CATS/BS Administrative	1.00 1.0000
Pay Begin Pay End Step O/R Rate/Amount DOS PRQ DUC MSP									
042803 999999 1.0 - 2374.00 REG - - -									

Dist	Actions	L	Acct	CC	Fund	PC	S	FTE	Dis %
12		7	723030		19900		1	CATS/BS Administrative	0.2000
Pay Begin Pay End Step O/R Rate/Amount DOS PRQ DUC MSP									
090103 053104 1.0 - 2374.00 RTP - - -									

Next Func: ID: Name: SSN:

U0001 Input accepted

F: 1-Help 2-Cancel 4-Print 5-Update
 F: 8-Forward 9-Jump 10-PrevFunc

Line 6 Column 9

SCREEN SHOT 2: DISTRIBUTION(S) WITH SDF/RTS DOS CODE

UCOP EAPP - TNS270/TNS250 Connection

Session Edit View Commands Script Help

PPEAPP0-E1419 SCT E00 Entry/Update START 05/01/03 10:14:25
 05/01/03 10:10:47 Appointments/Distributions Userid: SCPP5JAG
 ID: 764002282 Name: SLUG, SAMMY S SSN: 555-12-3456 Pri Pay: N0
 PAF Gen No: 1 Pg 02 of 02

Appt	Actions	Pgm	Typ	Bas	Pd	Ovr	Appt Begin	Appt End	Dur	Dept	FLSA
20		1	2				042803	999999	I	002801	0
Title 4723 ASSISTANT II Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv											
1.00 F 768.00 A N0 A N											

Dist	Actions	L	Acct	CC	Fund	PC	S	FTE	Dis %
21		7	723030		66092		2	CATS/BS Administrative	1.0000
Pay Begin Pay End Step O/R Rate/Amount DOS PRQ DUC MSP									
042803 999999 - - 64.00 SDF - - -									

Dist	Actions	L	Acct	CC	Fund	PC	S	FTE	Dis %
22		7	723030		66092		2	CATS/BS Administrative	0.2000
Pay Begin Pay End Step O/R Rate/Amount DOS PRQ DUC MSP									
090103 053104 - - 64.00 RTS - - -									

Next Func: ID: Name: SSN:

U0001 Input accepted

F: 1-Help 2-Cancel 4-Print 5-Update
 F: 7-Backward 9-Jump 10-PrevFunc

Line 6 Column 9

Important EAPP Notes for START Actions

- DO NOT change the existing 'REG,' 'SDF' or 'STP' distribution(s) for an employee participating in START. Instead, add a new distribution(s) using the special START DOS code ('RTP,' 'RTS' or 'RTB') to implement START for an employee. This distribution will mirror the 'REG,' 'SDF' and/or 'STP' distribution except that it will reflect the START percentage, start date and end date, and the distribution will use the special START DOS code of 'RTP,' 'RTS' or 'RTB'.
- The PPS will treat the 'RTP,' 'RTS' and 'RTB' DOS codes as a negative adjustment in the compute process to reduce the employee pay by this amount. UCRS service credit and sick leave and vacation accrual will not be reduced by the START percentage. In this process, it is the 'RTP,' 'RTS' or 'RTB' distribution entry and not the ELVE START data that ultimately determines the employee's reduced time and earnings.
- If an employee has more than one fund source and the START reduction is to be applied across more than one source, then a separate START distribution must be established for each fund source. Each START distribution line will reflect the amount of the START reduction to be applied to that specific fund source. The total of all START distributions must equal the overall START reduction percentage.

Appointment Level Procedure

When processing a START, the current appointment does not change since the intent of the appointment has not changed.

Distribution Level Procedures

1. **F9 Jump** to the command line and use the **copy xx to xx** command to set up the next available distribution.
2. Enter data in the following fields as applicable:

Actions (Action Code)	Leave Blank. There is no action code for a START action.
L	Enter 7 for UCSC location number.
Acct	Enter 'organization' FOAPAL number.
CC	Leave blank; <i>not used at this time</i>
Fund	Enter fund number.
PC	Enter activity code (optional, not required).
Sub	Enter 0, 1 or 2 as applicable.
FTE	Leave blank.
Dist %	Enter the percentage of the START. 10% is entered as .1000.
Pay Beg	Enter the date on which the START begins in the format: MMDDYY. (Begin date cannot be earlier than 07/01/03.)
Pay End	Enter the date on which the START ends in the format: MMDDYY. (End date cannot extend past 06/30/05.)

Step	If the employee is appointed to a step-based title code, then enter the step within the salary range associated with the title code. Steps are entered in the following format: 1.0, 1.5, 2.0, 2.5, 3.0, 3.5, 4.0, 4.5, 5.0, etc. Enter as a one-digit field for academics.
O/A	For Staff: Leave Blank. For Academics: A code indicating that the employee's pay rate is off-scale or above scale in relation to the step and/or salary range for the title code of the appointment, if applicable. Press F1 Help to see the codes.
Rate/ Amount	Enter the monthly or hourly rate associated with the distribution. If hourly, remember to use four decimal places, i.e., \$10.00/hour is entered as 10.0000. If monthly, i.e., \$2014.00 enter as 2014.00
DOS	Enter RTP for 'Regular' and equivalent time Enter RTS for 'Shift Differential' Enter RTB for 'Stipend'
PRQ	Leave Blank.
DUC	Leave Blank.
WSP	Leave Blank.

3. Press **Enter** to invoke range/value edits.
4. This is the last function in the bundle. Proceed to *Review*.

Special Note about Updating Already-Existing START Data:

Although START data is always entered and modified by using the **STRT** bundle, changes to START data will only generate a PAN when they include changes to data in the EAPP function.

Review

1. Press **F10** or **F11** to navigate through the **STRT** bundle.
2. Make sure you have completed all the required data elements.
3. Review all entered data for accuracy and consistency.

Updating the Employee Database

Press **F5 Update** to display the PAN Subsystem Notification Preparation function.

Consistency Edits

If there are consistency edits, the Consistency Edit (ECON) screen is automatically displayed. Review all error messages and make the necessary corrections.

How to Correct Consistency Errors

From the ECON screen you may:

- Correct errors directly on the ECON screen.
- **F3 Return** to the last data entry function, make any corrections, then do one of the following:
 - Press **F5 Update** to invoke PAN.
 - Press **F2 Cancel** twice to cancel the update and leave the EDB unchanged.

See *Consistency Edit Messages (ECON)* in [Section 1.6, System Messages](#) in this manual for more information and instructions.

PAN Preparation

After pressing **F5 Update** from a data entry screen (if there are no consistency edits) or an ECON screen, you are automatically positioned at the PAN **Comments Entry** screen. From here you can add comments and additional reviewers to the PAN.

1. Add a description of the action and any significant details in the **Comments Entry** screen.
2. Press **F10 NotfPrep** to display the **Notification Preparation** screen, where you can add reviewers as desired.
3. Press **F11 Detail** to display the **Activity Review** screen, where you can review the notification before sending it.
4. Press **F5 Update** to complete the update and send the notification.

If the update is successful, the first function in the bundle appears and displays:

U0007 UPDATE PROCESS COMPLETE

For more information about PANs and additional PAN features, please refer to [Section 1.8, Post Authorization Notification \(PAN\)](#).

Accessing IMMSG

1. To access the Message Report Screen, go to the **Next Function** field, type **IMMSG** and press **Enter**.
2. When the **IMMSG** screen is displayed, review any remaining messages and take the appropriate action.

Disposition of Forms

- Retain the START Election Form in the Service Center employee personnel file. The Service Center is the office of record for this form.
- Forward a copy of the START Election Form to Retirement Administration at UCOP: 300 Lakeside Dr. 5th Floor, Oakland, CA 94612-3550.
- Copy to employee.